

The Institut Laue-Langevin (ILL) is part of a science hub located in Grenoble, France, which hosts several major European research institutes. The Works Medical Service shared by three of these institutes (the Institut Laue-Langevin, the European Synchrotron Radiation Facility and the European Molecular Biology Laboratory) is currently seeking to recruit an

ADMINISTRATIVE ASSISTANT

Duties:

You will assist the medical team (1 doctor and two nurses) in carrying out its activities, which cover around 1 200 employees from over 30 different countries. To this end, you will have the following duties:

- Front-desk reception, welcoming anyone who comes to the Works Medical Service (including emergencies)
- Organisation of medical check-ups and examinations performed by the nurses, as well as supplementary examinations performed off site
- Management of medical records (updating, filing, transfer, archiving, etc.) using an occupational health software application
- Follow-up of supplementary examinations: organisation, results, invoicing
- Scheduling of internal and external activities: interventions in the workplace, related activities
- Drafting of various documents, correspondence, presentations, reports, etc.
- Management of supplies and equipment maintenance
- Telephone reception and handling of mail
- Management and updating of work documents (e.g. risk prevention plans for work carried out on the site)
- Performance of other tasks at the request of the medical team.

Candidat profile

NVQ level 4 or equivalent qualification in the field of Business and Administration (personal assistant-type work).

Workplace first-aider certificate desired.

You have a keen sense of professional ethics and confidentiality.

Your disciplined approach, organisational skills, reactivity and ability to multitask are essential qualities for this post.

A sense of teamwork and an ability to work independently are your keys to success.

You have excellent interpersonal skills and know how to interact with and adapt to different people; you are a good listener and are able to handle situations with empathy and diplomacy.

You are proficient in the use of IT and office automation tools.



Language skills :

As an international research centre, we are particularly keen to ensure that we also attract applicants from outside France. You must have a sound knowledge of English and be willing to learn French (a language course will be paid for by the ILL).. Knowledge of German would be an advantage.

Benefits:

Generous company benefits (expatriation allowance), relocation assistance and language courses may be offered (for more information, please consult our [employment conditions](#)).

Notes :

This post is permanent.
Medical fitness for work under ionising radiation is required.

Further information can be obtained by contacting the Head of the Works Medical Service, Dr BERCHOTTEAU, tel.: +33(0)4.76.20.78.71, email: berchotteau@ill.eu. *(please do not send your application to this address)*

HOW TO APPLY:

**Please submit your application on line,
no later than 26/11/2017, via our website:**

**<http://www.ill.eu/careers>
(vacancy reference : 17/28).**

Remitir Copia de la candidatura a: eures.franciasuizabeneLux@sepe.es

indicando la referencia: **ILL 17/28**

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